



FOR OFFICE USE ONLY
APPLICATION #: _____
DATE SUBMITTED: _____

BANNER PERMIT APPLICATION

MINIMUM SUBMITTAL REQUIREMENTS

- ____ Banner Permit application completed in full.
- ____ Permit fee of \$200.00 (non-profits are exempt – proof of 501(c)3 status required).
- ____ One (1) copy of the site plan and banner graphic including:
 - ____ Location of proposed banner on site.
 - ____ Distance from the ROW to the proposed banner.
 - ____ Banner height and width.

NAME OF PROJECT _____

ADDRESS _____

LEGAL DESCRIPTION _____

APPLICANT/PROJECT MANAGER'S INFORMATION (Primary Contact for the Project):

Name _____

Street Address _____ City _____

State _____ Zip Code _____ E-Mail Address _____

Phone Number _____ Fax Number _____

CONTRACTOR: _____ PHONE: _____

CONTRACTOR ADDRESS: _____ PHONE: _____

SUPPORTING INFORMATION:

Current Zoning _____

Present Use Of Property _____

Distance from ROW _____ Banner dimensions: _____

The maximum allowed area of your banner cannot exceed 36 square feet.

The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.

Signature of Owner, Agent or Applicant

Date

Official Use Only

Plans Examiner

Zoning Official

COMMENTS

YES or NO

COMMENTS:

BANNER PERMIT CHECKLIST

Only one (1) banner per premise.

Shall be allowed for a maximum 14-day period per permit (excludes annual banner permits).

The following is needed in all districts for a banner application:

- o 1. \$200.00 Fee
- o 2. Site Plan - Be sure to include to engineering scale:
 - a. Location of proposed banner on site.
 - b. Distance from the ROW to the proposed banner (minimum of 10 feet).
- o 3. Banner Graphics - Be sure to include to engineering scale:
 - a. Banner Height
 - b. Square Footage of the Banner (cannot exceed 36 square feet).
 - c. Include pictures or graphics that show where the banner will be placed
 - 1) Shall be mounted parallel to the face of a building or permanent structure.
 - 2) Cannot exceed the top of the building or permanent structure.
 - 3) Shall not be located within public road ROW of the State of Texas or the City of College Station.
 - 4) Shall not obstruct any window, door, stairway, or other opening intended for ingress or for needed ventilation or light.

Grand Opening Banners

- o 1. Shall advertise only the name of, uses of, or goods or service available within the building, or tenant lease space, to which the sign is attached.
- o 2. Shall be mounted parallel to the face of the building.
- o 3. Shall not be cantilevered away from the structure.
- o 4. Shall not extend more than one foot from any exterior building face, mansard, awning, or canopy.
- o 5. Shall not obstruct any window, door, stairway, or other opening intended for ingress or for needed ventilation or light.
- o 6. Shall not be attached to any tree, fence, or public utility pole.

All banners in the College Station Business Center must be approved by The College Station Business Center Advisory Board. Additional signage requirements may be found in the Business Center's Covenants and Restrictions.

There is additional information required for banners in the Wolf Pen Creek (WPC) Design District, and Overlay Districts (O-V).

Additional submittal requirements for banners in WPC, O-V and the City's Business Center

- o 1. Color samples.